

Hi everyone, this video is a tutorial made by Mandy Schaffer for the Duquesne University Writing Center, which will walk you through how to schedule an appointment at the Online Writing Center. To begin, you will want to go to the Duquesne University Writing Center webpage, which can be found under the Resources & Technology section of the Duquesne website. On our webpage you can scroll down to see the weekly hours of the Online Writing Center, here is where you can click to make an appointment. Once you click, you will be prompted to enter your multipass information. The first time you are scheduling at the Writing Center you will be asked to create a user profile. Additionally when you are logging in you will not see this current screen as it is for administrators only. Once you have created a profile, you will be taken to the online scheduling system. Once you have accessed the system, be sure to use the drop down menu to find the schedule for the Online Writing Center for your program. The white boxes are available sessions for you to book and the blue boxes have already been reserved. Click on any white box to book an available appointment and fill out the appointment form. To submit the appointment form you must click save appointment. You can close this window and you will then see that the appointment you have scheduled will then appear in yellow. You have now successfully scheduled an appointment with the Online Writing Center. Step by step instructions for how to make an appointment are also available under the schedule an appointment link on our website. For additional information regarding the Online Writing Center, please visit the Writing Center webpage or the Online Writing Center course site on blackboard.